

Purpose: Use this form to record information about fuel used that is eligible for a refund of the Virginia Fuels Tax.

Instructions: Follow the instructions on the reverse side of this form to complete this application. Mail the completed application and supporting documents to Tax Services Refund Section at the address on the back (in Item 8) of the instructions. Incomplete applications or applications without the required supporting documents may not be processed.

APPLICANT INFORMATION			
FULL LEGAL NAME (last) (first) (mi) (suffix)			SOCIAL SECURITY NUMBER OR FEIN
ADDRESS		CITY	STATE ZIP CODE
EARLIEST DATE OF ATTACHED INVOICES (mm/dd/yyyy)		LATEST DATE OF ATTACHED INVOICES (mm/dd/yyyy)	
Do you have a bulk fuel storage tank(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you fuel licensed/unlicensed vehicles/equipment from the same storage tank? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach an itemized list of fuel used from your storage tank(s).			

USE: Check each that applies.	TOTAL GALLONS USED		
<input type="checkbox"/> Agricultural/Horticultural List unlicensed vehicles/equipment.	Diesel	Gasoline	Other
<input type="checkbox"/> Agricultural Vehicle 55% Refund Bulk spreading or spraying lime materials, chemicals or fertilizer for agriculture purposes only. List vehicles/equipment.	Diesel	Gasoline	Other
FARM OWNED BY			
LOCATION OF FARM (physical address)			
<input type="checkbox"/> Non-Highway Equipment Indicate purpose of fuel use and list equipment.	Diesel	Gasoline	Other
<input type="checkbox"/> Government Entity List government entity.	Diesel	Gasoline	Other
<input type="checkbox"/> Other Indicate purpose of fuel use and list equipment/vehicles.	Diesel	Gasoline	Other

CERTIFICATION	
I certify that I have read this application and know its contents and that all information herein is true and accurate. I affirm that all enclosed invoices, tickets, and receipts have been paid in full and that they have not been altered or furnished to support a prior fuel tax refund application in Virginia or elsewhere. I understand that it is unlawful to knowingly make a false statement on the application or to submit a false receipt(s), invoice(s), or ticket(s) and that any violation may be prosecuted as a Class 5 Felony Virginia Code (§§18.2-434 and 46.2-105).	
AUTHORIZED SIGNATURE	DATE (mm/dd/yyyy)
TELEPHONE NUMBER ()	FAX NUMBER () EMAIL

DMV USE ONLY
TYPE CODE
TYPE CODE
TYPE CODE

INSTRUCTIONS

1. Complete the areas for name, social security number or FEIN, address and invoice dates.
2. Answer the questions regarding bulk fuel storage. Attach a fuel disbursement list, if applicable, identifying date, number of gallons and the vehicle/equipment in which the fuel was used.
3. Check the box(es) that apply to your type of refund. Write in the number of gallons for each type of fuel used.
4. Enclose invoices/tickets/receipts for fuel purchased in Virginia in amounts of 5 gallons or more.
5. Invoices/tickets/receipts to support the refund application must have a date no more than twelve (12) months from the date the refund application is received at DMV. The postmark date determines the date DMV received the application.
6. Invoices/tickets/receipts must meet the following requirements:
 - The purchaser's name must be on each invoices/tickets/receipts.
 - The name of the purchaser must be the same as the name on the refund application.
 - Photocopies of tickets or receipts from metered pumps will not be accepted.
 - Indicate the exact date of purchase (month/day/year).
 - Include the number of gallons and type of fuel purchased.
 - Show the amount paid for the fuel.
 - Include the seller's name and location.
 - Be sure invoices/tickets/receipts is readable. Illegible, altered or duplicate invoices/tickets/receipts will not be refunded.
 - Invoices/tickets/receipts in date order.
7. Read the certification section and if you agree with the certification statement, sign the application and complete your contact information.
8. Mail your completed application and supporting documents to:

Department of Motor Vehicles
 Tax Services Refund Section
 P O Box 27422
 Richmond, VA 23269-7422

Contact Information: (804) 367-0304 or (804) 367-0683
 (800) 272-9268 (deaf or hearing impaired only)
www.dmvNOW.com

EXPLANATION OF FUEL USES

- **Agricultural/Horticultural** – Attach a list of the unlicensed vehicles/equipment in which the fuel was used. Fuel used in licensed vehicles and licensed equipment is not eligible for a refund. Vehicles with F farm tags are registered vehicles and do not qualify for a refund. The fuel must have been used exclusively for agricultural or horticultural purposes on lands owned or leased by the owner or lessee of the vehicle.
- **Agricultural Vehicle 55% Refund** – Attach a list of vehicles with license plate number(s) and state of registration. Fuel used in vehicles designed or permanently adapted exclusively for bulk spreading or spraying of agricultural liming materials, chemicals, or fertilizer are eligible for a refund of 55% of the state fuel tax paid. Agriculture is defined as farming, cultivating the soil, producing crops and raising livestock.
- **Non-highway Equipment** – Attach a list describing the equipment and its use. Fuel used in self-propelled equipment (unregistered) manufactured or designed for a specific off-road use and used on the job site are eligible for a refund. Examples of non-highway equipment: construction equipment, well drillers, and excavating equipment.
- **Government Entity** – Fuel sold to the United States, Commonwealth of Virginia, or any city/county/town within Virginia.
- **Other**
 - Volunteer fire fighting or volunteer rescue squads
 - Stationary engines, pumping or mixing equipment. If the equipment is on a vehicle, there must be a separate auxiliary tank to operate the equipment and the vehicle must be incapable of propulsion while the auxiliary tank is in use.
 - Generators, lawn equipment, chain saws, ATV's, and other off-road uses
 - Refrigerated units
 - Rail cars
 - Accidental loss
 - Private non-profit, non-sectarian schools
 - Solid waste compacting vehicles, ready-mix concrete mixers, bulk fee delivery trucks (35% refund)
 - Transportation District – used by a person providing transit service under contract or lease with any transportation district. The refund is paid to the person performing such transportation.
 - Department of Aging
 - Vehicles owned by a non-profit organization providing specialized transportation for the elderly and disabled
 - Other uses allowed by Virginia Code.